

OFF39: Postage and Mail Processing Equipment, Accessories, Service & Supplies

Contract #: OFF39

Contract Duration: 11/03/2015 to 11/02/2020

MMARS #: OFF39PURCHASE* **Options to Renew:** Five 1-year renewal options
OFF39SERVICE*
OFF39LEASE*

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UNSPSC: 44-10-21 Mail Machines

Last change date: 11/10/2016

Contract Summary

This contract is for the acquisition of the following good and services within the following categories:

Category 1: Postage and Mailing Systems, Equipment, Accessories, Supplies and Service

Postage metering equipment, electronic scales, mail addressing equipment; and related accessories, supplies, and services

Category 2: Mail Handling Equipment, Accessories, Supplies and Service

Mail tabbing, folding, inserting, and sealing equipment; date stamps, simple time clocks, check imprinting, endorsing, and bursting equipment, letter openers, mail slots; and related accessories, supplies, and services

Benefits and Cost Savings

- Competitive Pricing
- Qualified and Experienced Vendors

- Delivery and installation are included in equipment pricing

Who Can Use This Contract?

Applicable Procurement Law: MGL c.7, §22; c.30, §51, §52; 801 CMR 21.00

Eligible Entities

1. Cities, towns, districts, counties and other political subdivisions;
2. Executive, Legislative and Judicial Branches, including all departments and elected offices therein;
3. Independent public authorities, commissions and quasi-public agencies;
4. Local public libraries, public school districts and charter schools;
5. Public hospitals owned by the Commonwealth;
6. Public institutions of higher education;
7. Public purchasing cooperatives;
8. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
9. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Acquisition Process

Purchase Options

Equipment may be acquired via outright purchase, term-lease, or rental (not to exceed 6-months). Services may be acquired via outright purchase based upon time (hourly rate) and material pricing or fixed price pricing, e.g. annual maintenance contract.

All orders placed under this contract should include the following statement: "This order is placed under Statewide Contract OFF39." In addition, it is recommended that the following statement be included: "All terms and condition of Statewide Contract OFF32 are incorporated herein and made a part hereof. Conflicting or additional terms, conditions or agreements included in or attached to this form shall be considered to be superseded and void."

Vendor forms prohibition

Vendors are prohibited from requiring buyers to sign any form that is not published under the OFF39 MBPO on COMMBUYS.

Credit accounts are not allowed under this contract. Vendors are prohibited from requiring insurance.

Performance and payment time frames which exceed Contract duration

All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the End Date of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than 5 years. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

Products Available on Other Contracts

Supplies for mail machines are also available from statewide contract OFF36: Office Supplies.

Vendor List

Vendor Name	COMMBUYS MBPO
FORMAX	PO-16-1080-OSD03-SRC01-00000006122
Neopost	PO-17-1080-OSD03-SRC01-9001
Pitney Bowes	PO-16-1080-OSD03-SRC01-00000006120

Where to Obtain Contract Information

Each of the vendors on this contract has been assigned a unique Master Blanket Purchase Order (MBPO) number. Vendor pricing is located in the cost table spreadsheet documents located in the attachments tab on the MBPO for each vendor.

To access vendor contracts, the Request for Response (RFR), related documents and form, please go to the COMMBUYS (www.commbuys.com) website. Click on "Contract & Bid Search," then select the "Contracts/Blankets" radio button.

- Enter "OFF39" in the Contract/Blanket Description field.
- Select "Statewide Contract" in the Type Code pull-down menu.
- Click "Find It"

Strategic Sourcing Team Members

Name	Organization
Vjollca Avrami	Teachers' Retirement System
Joseph Bellofatto	Department of Revenue
Karen Glass	Department of Developmental Services
Thomas Stein	Department of Transportation